

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 15-002

Issue Date: June 23, 2014

Title: Court Reporter Services

I. Procurement Objectives

A. Summary Statement

The Maryland Health Care Commission (MHCC) is soliciting bids from qualified vendors for court reporter services at its monthly Commission meetings, committee meetings, public hearings, evidentiary hearings and pre-bid conferences. The MHCC is a public, regulatory commission, consisting of 15 Commissioners who are appointed by the Governor, with the advice and consent of the Maryland Senate. The mission of the Maryland Health Care Commission is to plan for health system needs, promote informed decision-making, increase accountability, and improve access by providing timely and accurate information on availability, cost and quality of services to policy makers, purchasers, providers, and the residents of Maryland. The evidentiary (fact-finding) hearings conducted by the MHCC are adversarial proceedings conducted within the general framework of judicial procedures and evidence. Parties to the proceedings place evidence into the record and cross-examine one another's witnesses. A decision rendered by the MHCC in a contested case must be based upon the evidence on the record and is subject to judicial appeal.

B. Term of Contract

The contract will begin on or about July 1, 2014 and will end June 30, 2015, with three one-year contract option renewal periods that will be exercised solely at the discretion of the Commission. The three option renewal periods will be July 1, 2015 – June 30, 2016; July 1, 2016 – June 30, 2017; and July 1, 2017 – June 30, 2018. The successful vendor should be prepared to work with the Commission at its July meeting scheduled to be held on July 17, 2014 at the Commission's office.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, Andrea Allen, Procurement Officer, 4160 Patterson Avenue, Baltimore, Maryland 21215.

D. Submission Deadline

The vendor's bid must include three professional references (including a contact person's name), an hourly flat rate for stenographic services, and a cost per page for requested transcriptions. Bids should include the experience and qualifications of the firm. **All bids must include the vendor's federal identification number, and assigned contract number MHCC 15-002.**

To be eligible for consideration, an original proposal must be received by the Issuing Officer at the Commission office by 4:00 p.m. **June 30, 2014.** **All bids must include Federal Tax Identification Numbers.** Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be submitted electronically to andrea.allen@maryland.gov by the specified date and time.

In order to receive a contract award, vendors must be registered on eMaryland Marketplace ("eMM"). Each bidder must indicate their eMM vendor number in the Transmittal Letter. Registration is free and can be completed by going to the following website and clicking on "Registration": ebidmarketplace.com

E. **Procurement Method**

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

II. **Services to be Performed**

A. **Specifications**

The MHCC is seeking an experienced, high quality court reporter to provide services for the monthly Commission meeting, committee meetings, public hearings, pre-bid conference meetings, and evidentiary hearings. The designated monthly Commission meetings are held an average of 3-4 hours in length and are usually held in the Baltimore area. A schedule of the yearly Commission meetings will be provided to the vendor awarded this contract. Committee and other public meetings, pre-bid conferences, oral arguments, and evidentiary hearings are scheduled as necessary. These public meetings, conferences, oral arguments, and evidentiary hearings are sometimes as brief as 2-3 hours or they could last an entire 8-hour workday. MHCC meetings deal with health care, regulatory, and legal issues that occasionally require last minute changes to the agenda and the selected vendor must be able to provide service with as little as a 24 hour advanced notice. The court reporter vendor must record proceedings stenographically. The bidder is required to retain all information needed to prepare a written transcript for at least three years following the date of the service provided. It is at the discretion of the MHCC to request all or portions of the Commission and other public meetings, oral arguments, evidentiary hearings, or related matters to be transcribed by the selected vendor. A written transcript is required for pre-bid conferences. For evidentiary hearings, oral arguments, or other matters related to contested cases, the Commission reserves the right to obtain the services of a court reporter with the requisite experience in legal proceedings if, at its discretion, Commission staff determines that the assigned court reporter does not have sufficient experience preparing transcripts for legal proceedings.

(such as depositions). All spoken testimony, argument, comments, instructions, objections, and other verbal statements shall be reported, and no part of the required transcript shall be omitted from the record, unless otherwise directed by the presiding officer. Nothing spoken at a proceeding shall be “off the record” unless so designated by the presiding officer.

B. Payment

Generally, the MHCC does not request transcriptions of its proceedings. Therefore the MHCC will only pay the selected vendor on an hourly basis for its reporting services and a standard State travel allowance up to 40 miles one-way distance. The current State allowance is \$0.50 per mile. However, the MHCC will pay for transportation more than 40 miles from its Patterson Avenue location as additional billable time at the hourly rate submitted in this bid process if the vendor certifies that the employee actually travels this distance (i.e., does not in actuality live in close proximity to the meeting site). Invoices submitted should indicate the time charge for the meeting, mileage reimbursement, and the time charge for transportation beyond 40 miles.

The cost per page for any transcription requested by the MHCC should be included in the bid. However, anyone may request transcriptions of MHCC proceedings. The requestor will be responsible for paying the selected vendor for the cost of the transcription. The vendor shall notify the MHCC of the identity of each requestor within one day of the request. When a transcript of any MHCC meeting, evidentiary hearing, oral argument, or other MHCC matter is created at the request of an outside party, the selected vendor will be required to provide the MHCC with a free copy prepared at the same time and delivered by the same means as the transcript for the requesting party. If any outside party requests an advanced or rough draft of a transcript, a free copy of the draft transcript shall be provided to the MHCC at the same time and by the same means as to the outside party. Any change to the draft suggested by an outside party shall not be made without the approval of the MHCC staff.

C. Copying of Transcripts by MHCC and Electronic Publication

The MHCC reserves the right to duplicate with its own facilities, additional copies of any transcript furnished by the vendor for the use of MHCC staff.

NOTE: Audio and/or video recordings and presentations from the MHCC’s monthly Commission meetings are available for live viewing by invited persons via online web conferencing. The videos from these monthly meetings are then archived and made available for public viewing on YouTube.com.

III. Selection Process

A. Specifications

For additional information, contact Bridget Zombro, Director of Administration for MHCC, at: 4160 Patterson Avenue

Baltimore MD 21215
Phone: (410) 764-3460
FAX: (410) 358-8811
e-mail: bzombro@mhcc.state.md.us

B. Qualifications

The MHCC requires that all bidders have at least seven (7) years experience as a court reporting service. The vendor must record proceedings stenographically. The vendor must include at least three references from current or previous clients for whom similar work has been done. For each reference, the vendor shall identify the name and address of the organization, the contact person(s), and a daytime telephone number.

C. Evaluation Of Bids

The award will be made to the responsive and responsible bidder with the most advantageous offer to the State.

TERMINATION CLAUSE

The MHCC may terminate the performance of work under this contract in accordance with this clause, in whole, or from time to time in part, whenever MHCC shall determine that the termination is in the best interest of the State. MHCC shall pay all reasonable costs associated with termination of this contract. However, the contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of the termination. Termination, including the determinations of the rights and obligations of the parties shall be governed by provisions of COMAR 21.07.01.12A.

Bidders must acknowledge this statement in their response to this Bid Board Notice.

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS
SOLICITATION**